

Plat Application Guide

Plat Approval Process

Submittal

- Submit required documents (see "Plat Review Submittal Requirements")
- Submit application and fee to Virginia Department of Health separately (if required for well/drainfield review)

Inital Review

- Intake and application completeness check (10 days)
- If complete, proceed to review; if incomplete, applicant is contacted
- Revisions/resubmittals, if neccessary, incur re-review fee

County Review

- Agency review not required: County review within 60 days of application date
- Agency review required: Plats sent to appropriate agencies for review; County review is concurrent

Other Agencies

- VDOT, VDH, RSA, etc may each take 45 days to review, per submittal
- Comments/Requests for revisions, if applicable, sent to applicant
- Revisions/resubmittals, if neccessary, incur re-review fee

Approval

- Once deemed approvable, plats are signed within 35 days
- Applicant records two plats in the Orange County Court Court Land Records Office
- Return with recordation receipt and receive remaining approved copies

Notes:

- Review timeframes are maximums and are governed by state law.
- Incomplete applications and applications with needed revisions are voided if unaddressed within 1 year of application date.
- This guide is not applicable to preliminary plats (51+ lot subdivisions).

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Plat Review Submittal Requirements

Subdivision

- •7 record plats, signed and notarized
- •3 not-for-record plats
- Plat review application
- •Review fee
- Agent affidavit (if not property owner)
- VDOT plat checklist
- Private or public road requirements (if applicable; see below)
- Confirmation of availability from adjacent water/sewer utility, if applicable

Family Subdivision

- •7 record plats, signed and notarized
- •3 not-for-record plats
- Plat review application
- •Review fee
- Agent affidavit (if not property owner)
- VDOT plat checklist
- Family Subdivision Affadivit
- Draft deed(s) of conveyance
- Confirmation of availability from adjacent water/sewer utility, if applicable

Boundary Line Adjustment

- •7 record plats, signed and notarized
- •3 not-for-record plats (if well/septic affected)
- Plat review application
- Review fee
- Agent affidavit (if not property owner)
- VDOT plat checklist (if modifying entrances)
- Plat review application
- •Draft deed(s) of conveyance

Public Utility/Road Easement/Right-of-Way

- •7 record plats, signed and notarized
- Plat review application
- •Review fee
- Agent affidavit (if not property owner)
- Draft deed(s) of easement, if applicable
- •Improvements plan (if applicable)
- Public road requirements (if applicable; see below)

Lot Consolidation

- •7 record plats, signed and notarized
- •3 not-for record plats (if well/septic affected)
- •Plat review application
- •Review fee
- Agent affidavit (if not property owner)
- VDOT plat checklist (if modifying entrances)

Agricultural Subdivision

- •7 record plats, signed and notarized
- Plat review application
- •Review fee
- Agent affidavit (if not property owner)
- VDOT plat checklist
- •Draft deed of subdivision

Private Road

- •Improvements Plan
- VDOT plan checklist
- Road name request form
- Draft road maintenance agreement/deed of easement
- Bond estimate(s)

Public Road

- •Improvements Plan
- VDOT plan checklist
- •Road name request form
- Bond estimate(s)

Submission of a record plat checklist is strongly recommended. Inquire with Planning & Zoning staff regarding road requirements.

This is a guide and does not replace the requirements of the Orange County Code.

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